

Attachment I – Combined Synopsis/Solicitation

This is a COMBINED SYNOPSIS/SOLICITATION for commercial items prepared in accordance with the information in FAR Subpart 12.6, using Simplified Acquisition Procedures under the test program for commercial items found at FAR 13, as supplemented with the additional information included in this notice. This announcement constitutes the only solicitation; a written solicitation will not be issued. PAPER COPIES OF THIS SOLICITATION WILL NOT BE AVAILABLE. This combined synopsis/solicitation SHALL be posted on both FEDBIZOPPS and NECO (<https://www.neco.navy.mil/>).

The Combined Synopsis/Solicitation number is N00189-15-T-0554. This solicitation documents and incorporates provisions and clauses in effect through FAC 2005-83 and DFARS Publication Notice 20150626. It is the responsibility of the contractor to be familiar with the applicable clauses and provisions. The clauses may be accessed in full text at these addresses: <https://www.acquisition.gov/far/> and <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>.

The associated NAICS Code is 541990 – *All Other Professional, Scientific and Technical Services* and this procurement is being set-aside for small businesses. The small business size standard is \$15.0 million.

The Naval Supply Systems Command (NAVSUP) Fleet Logistics Center Norfolk (FLCN) requests a firm-fixed-price quote to provide the services described in the attached performance work statement (PWS). Contractors responding to this request must furnish both a price quote and a technical quote, as described below.

Please see Performance Work Statement below.

The period of performance is for five (5) months commencing 30 September 2015 and continuing through 29 February 2016. Place of Performance: Norfolk, VA 23551-2487.

The FAR and DFARS provisions and clauses applicable to this procurement are attached. **Please see Attachment (III).**

ADDENDUM TO FAR 52.212-1

In addition to FAR 52.212-1, "Instructions to Offerors – Commercial Items," the following guidelines should be heeded and the documentation shall be received by NAVSUP Fleet Logistics Center Norfolk NLT the closing date of the solicitation.

This requirement will be awarded using procedures under Federal Acquisition Regulation (FAR) Part 12 - Acquisition of Commercial Items and FAR Subpart 13, Simplified Acquisition Procedures.

- 1) Interested vendors may send their quote to the Navy via email to kate.petti@navy.mil.
- 2) Quote contents shall consist of the following elements:
 - a) Technical Approach
 - b) Price Submission
 - c) Acknowledgement of any amendments

Each element should be submitted as a separate component within the quote to allow for isolated review and evaluation of each element.

- a) Technical Approach: Describe the approach to the task. Identify labor category responsible for performing the requirement. Written approach shall provide sufficient information to demonstrate the contractor's ability to successfully perform all tasks identified in the PWS. Provide information detailing company experience in accomplishing projects of similar scope and magnitude to this PWS.
- b) Price Quote: Provide a firm-fixed-price quote on the attached spreadsheet (**Attachment (II)**).
- c) Acknowledgement of Amendments: Acknowledgement of any issued amendments can be satisfied by replying via e-mail to kate.petti@navy.mil.
- d) Quote Cover Letter: Provide the name, title, telephone number, facsimile number, and e-mail address of the company/division point of contact that can obligate your company contractually. Also, identify those

individuals authorized to negotiate with the Government. Lastly, provide the company name, street address, and DUNS Number.

- e) Completed DFARS 252.209-7992 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW—FISCAL YEAR 2015 APPROPRIATIONS (DEVIATION 2015-OO0005) (DEC 2014). Complete paragraph (b) of DFARS Provision 252.209-7992 **(page 30 of Attachment (III))**.
- f) DD FORM 254 - Complete Section 6 of the DD FORM 254 **(Attachment (IV))**, to include the cognizant Defense Security Service Office.
- g) Exceptions to the Combined Synopsis/Solicitation: Provide any exceptions taken and the rationale for the exceptions to the Combined Synopsis/Solicitation. Note that exceptions to the Combined Synopsis/Solicitation may render the quote unacceptable to the Government.'

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

The Government shall issue a task order resulting from this Combined Synopsis/Solicitation to the responsible quoter whose quote, conforming to the Combined Synopsis/Solicitation,

The Government will award a Firm Fixed Price (FFP) contract resulting from this solicitation to the responsible vendor whose quote, conforming to the Combined Synopsis/Solicitation; represents the **lowest-priced-technically-acceptable (LPTA)** quote.

I. TECHNICAL

1. Technical Acceptability- Technical acceptability will be determined based on an evaluation of the vendor's technical approach. The Government will evaluate each vendor's Written Technical submission Acceptable or Unacceptable .

Written Technical Submittal:

Acceptable:

Technical approach demonstrates that the information proposed meets the Government's requirements as set forth in this Combined Synopsis/Solicitation.

Unacceptable:

Failing to provide any of the technical information and/or providing unclear or inadequate information proposed that does not meet the Government's requirements.

Note: If the Contracting Officer determines that a vendor's Written Technical Submission is "unacceptable," that vendor's entire submittal may be determined to be technically unacceptable and may no longer be considered for further competition or award.

II. PRICE

Price proposals will be evaluated for price reasonableness.

The Government may evaluate any and all information submitted by the vendor to support the reasonableness of prices quoted. The method of evaluation used by the Contracting Officer is solely within the discretion of the Contracting Officer.

SELECTION

(a) The Government intends to evaluate quoters and award a contract using the procedures of FAR Subpart 13.106. The Government shall select the vendor whose quote represents the best value to the Government, considering price and technical when compared to other quotations. The Government also reserves the right to not award a contract if a contract award is not in the best interest of the Government.

(b) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

System for Award Management (SAM). Quoters must be registered in the SAM database to be considered for award. Registration is free and can be completed on-line at <http://www.sam.gov/>.

All quotes shall include price(s), a point of contact, name and phone number, business size, payment terms, written technical submission, and completed 252.209-7992 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW—FISCAL YEAR 2015 APPROPRIATIONS (DEVIATION 2015-OO0005) (DEC 2014) (**see Attachment III**). Each response must clearly indicate the capability of the quoter to meet all specifications and requirements.

WAGE DETERMINATIONS

DEPARTMENT OF LABOR (DOL) DETERMINATION OF MINIMUM WAGE AND FRINGE BENEFITS

The following U.S. Department of Labor Wage Determination is hereby incorporated in this solicitation and the resultant contract. Compliance is mandatory. To ensure uniformity of wage determination rates for each location and labor category, Offerors shall use DOL's determination rates current revisions.

The following Wage Determinations are the most current to this date. It is the contractor's responsibility to make sure they use the most recent revision listed at the DOL site listed below.

Wage Determinations:

Wage Determination No.: 2005-2543

Revision No.: 18

Date Of Revision: 07/08/2015

State: North Carolina, Virginia

Area: Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mathews, Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Surry, Virginia Beach, Williamsburg, York

This announcement will close at 1500 Norfolk, VA Local Time on Friday, 25 September 2015. Contact Contract Specialist Kate Petti who can be reached at 757-443-1618 or email kate.petti@navy.mil. Oral communications are not acceptable in response to this notice. All responsible sources may submit a quote which shall be considered by the agency.

Attachments:

Attachment I – Combined Synopsis Solicitation & PWS

Attachment II – Pricing Spreadsheet

Attachment III– FAR Clauses and Provisions

Attachment IV – DD Form 254

QUESTIONS

Questions regarding this Combined Synopsis/Solicitation shall be submitted in writing by **4:30 pm Local Time Norfolk, VA on 23 September 2015** via e-mail to Contract Specialist Kate Petti at kate.petti@navy.mil.

SUBMITTAL INSTRUCTIONS

Quotes shall be submitted via email to kate.petti@navy.mil. Attachments are limited to 5 MB per attachment. Quotes should be in either Adobe or Microsoft Office format. Quoters are advised that the Government may be unable to receive other types of electronic files (e.g., .zip files).

Performance Work Statement (PWS)

Title: United States Fleet Forces Command (USFFC) Fleet Nuclear Weapons Surety Policy Manual and Associated Compliance Tracking Management Tool Support Services

Combined Synopsis/Solicitation: N00189-15-T-0554

Start Date: 30 September 2015

Completion Date: 29 February 2016

Contracting Points of Contact: Kate Petti, Contract Specialist, kate.petti@navv.mil

1 Introduction

- 1.1 United States Fleet Forces Command (USFFC) supports both the Chief of Naval Operations (CNO) and Combatant Commanders worldwide by providing responsive, relevant, sustainable naval forces ready-for-tasking. This command provides operational and planning support to CCDRs and integrated warfighter capability requirements to the CNO. Additionally, USFFC serves as the CNO's designated Executive Agent for Anti-Terrorism/Force Protection, Individual Augmentees, Sea Basing and European Phased Adaptive Approach Phase II.
- 1.2 In collaboration with U.S. Pacific Fleet (PACFLT), USFFC organizes, mans, trains, and equips Navy forces, develops and submits budgets, and executes readiness and personnel accounts to develop both required and sustainable levels of Fleet readiness. Additionally, the command serves as the unified voice for Fleet training requirements and policies to generate combat-ready Navy forces per the Fleet Response Plan using the Fleet Training Continuum.
- 1.3 Objective - USFFC has a single source document that provides headquarters (HQ) staff, supporting commands and subordinate commands direction and guidance for the planning, coordinating, executing and reporting associated with their assigned roles and responsibilities. USFFC and subordinate commands (Commander Submarine Forces Atlantic, Commander Navy Region Northwest, and Commander Navy Region Southeast) nuclear weapon (NW) technical inspection, safety, security and accident/incident response roles and responsibilities are identified. A process is in place to track HQ staff, supporting commands and supporting commands required deliverables.
- 1.4 USFFC N04 requires contract support to build a Fleet Nuclear Weapons Surety Policy Manual and associated compliance tracking management tool.

2 Background

- 2.1 Requirement: Established USFFC direction and guidance to HQ staff, supporting commands, and subordinate commands within the NW enterprise addressing their roles and responsibilities in executing Higher HQ NW program requirements assigned to USFFC.
- 2.2 USFFC assigned requirements: Since January of 2012 USFFC's role in NW safety, security and accident/ incident response has significantly increased to include two major areas, establishment of a NW Technical Inspection program and a NW Accident/Incident(NW A/I) Response Task Force (RTF) Certification program, oversight of multiple NW program areas including but not limited to:
 - 2.2.1 NW security for West Coast SSBNs operating in the USNORTHCOM AOR
 - 2.2.2 East and West Coast SSBN in port and near port transit local threat capability assessment and vulnerability assessment programs
 - 2.2.3 Nuclear weapon security deviation and waiver program
 - 2.2.4 FFC enterprise wide annual self-assessment program
 - 2.2.5 Planning, training and execution of Fleet Commander responsibilities for SSBN NW A/I in the USNORTHCOM AOR

Last revised: 7/23/14

- 2.2.6 Planning, training and execution of NAVNORTH responsibilities for SSBN NW A/I in the USNORTHCOM AOR
- 2.2.7 SSBN Transit Protection System program

3 Definitions and References

3.1 Acronyms: Acronyms, as used in this Performance Work Statement, are provided below:

USFFC	United States Fleet Forces Command
CNO	Chief of Naval Operations
PACFLT	U.S. Pacific Fleet
HQ	Headquarters
NW	Nuclear Weapons
RTF	Response Task Force
SSBN	Ballistic Missile Submarine
USNORTHCOM	U.S. Northern Command
AOR	Area of Responsibility
NW A/I	Nuclear Weapon Accident/Incident
NAVNORTH	Navy Northern Command (USFFC's component commander title)
DoD,	Department of Defense
CJCSI,	Chairman, Joint Chiefs of Staff Instruction
USSTRATCOM	U.S. Strategic Command
SECNAV	Secretary of the Navy
OPNAV	Navy Operations

4 Reference Documents; these documents can be found on the FFC portal in the N04NW shared drive. Access to be provided to the contractor upon his/her arrival.

- 4.1 CJCSI 3263.05A
- 4.2 CJCSI 3261.01B
- 4.3 DoDM 3150.08
- 4.4 DoDM 5210.41M
- 4.5 SECNAVINST 8120.1A
- 4.6 SECNAVINST 8126.1A
- 4.7 SECNAVINST 5216.5
- 4.8 OPNAVINST 3440.15C
- 4.9 OPNAVINST 5040.6
- 4.10 USNORTHCOM CONPLAN 3405-12
- 4.11 COMSUBLANT/COMSUBPACINST 8120.2
- 4.12 Associated references addressed within these key references

5 Tasks:

- 5.1 To employ contract support in the development, staffing, and promulgation of a Fleet Nuclear Weapons Surety Policy Manual and establish an FFC management tool to track associated HQ staff, supporting commands, and subordinate command's compliance. Signatory: The manual will be provided to the 3 Star Deputy Commander for review and signature. End users: The manual will provide direction and guidance to Flag leadership, Commanding Officers and senior staff members of this HQ, supporting commands, and subordinate commands. Manual format: The manual will be formatted in accordance with Navy formal document development. Annexes will be developed for each major mission area; NW Safety; NW Security; NW Technical Inspections, and RTF Certification.

- 5.1.1 The contractor shall develop a five part USFFC Fleet Nuclear Weapons Surety Policy Manual; base document, NW Technical Inspection annex, NW safety annex, NW security annex and NW accident/incident response for USFFC Deputy Commander review and signature.
- 5.1.2 The contractor shall format the manual in accordance with Navy doctrine writing standards; SECNAVINST 5216.5.
- 5.1.3 The contractor shall identify roles and responsibilities assigned to USFFC and subordinate commands (Commander Submarine Forces Atlantic, Commander Navy Region Northwest, and Commander Navy Region Southeast) associated with NW Technical Inspections, NW safety, NW security and NW A/I response and addressed in DoD, CJCSI, USNORTHCOM, USSTRATCOM and Service (SECNAV, OPNAV, Director Strategic Systems Programs (DIRSSP)) doctrine.
- 5.1.4 The contractor shall propose wording for each role and responsibility identified that conveys USFFC's direction and guidance for the planning, coordinating, executing and reporting of assigned roles and responsibilities to HQ staff, supporting commands, and subordinate commands within the FFC NW enterprise.
- 5.1.5 The contractor shall provide support to include coordination with HQ staff, subordinate and supporting commands.
- 5.1.6 The contractor shall develop and provide N04NW "decisional" Flag level power point presentations for providing flag leadership a summary of the progress to-date and to solicit Flag direction and guidance in the development of the Fleet Nuclear Weapon Surety Manual. Periodicity will be as outlined in PWS paragraph 7. Format will be in accordance with this HQ's model available through the FFC Portal.
- 5.1.7 The contractor shall attend meetings designated by N04NW. The purpose for attending the meetings will be to gain insight on ongoing initiative that may impact this HQ, subordinate and supporting commands roles and responsibilities associated with NW Technical Inspections, NW safety, NW security and NW A/I response and addressed in DoD, CJCSI, USNORTHCOM, USSTRATCOM and Service (SECNAV, OPNAV, Director Strategic Systems Programs (DIRSSP)) doctrine. A summary report will be provided as outlined in Contract Data Item B001.

6 Personnel Qualifications

6.1 Experience requirements:

- 6.1.1 Possess SSBN shipboard and staff operational expertise**
- 6.1.2 Familiar with NW Technical Inspections (NTPI), NW safety, NW security and NW incident response addressed in DoD, CJCSI, USNORTHCOM, USSTRATCOM and Service (SECNAV, OPNAV, DIRSSP doctrine
- 6.1.3 Must have the ability to communicate effectively
- 6.1.4 Secret Clearance
- 6.1.5 Leadership skills. Experience with developing Navy doctrine in coordination with senior HQ staff personnel

7 Milestones

- 7.1 Base document: Contractor start date plus 35 days
 - 7.1.1 Includes a Flag level "decisional" power point update (PWS 5.1.6)
 - 7.1.2 Includes review of tracking tool development
- 7.2 Annexes: 4 Annexes

- 7.2.1 Inspection: Contractor start date plus 56 days
 - 7.2.1.1 Includes review of tracking tool development
- 7.2.2 Safety: Contractor start date plus 70 days
 - 7.2.2.1 Includes review of tracking tool development
- 7.2.3 Security: Contractor start date plus 91 days
 - 7.2.3.1 Includes review of tracking tool development
- 7.2.4 Accident/Incident: Contractor start date plus 119 days
 - 7.2.4.1 Includes a Flag level “decisional” power point update (PWS 5.1.6)
 - 7.2.4.2 Includes review of tracking tool development
- 7.3 Correlation and adjudication of recommended changes: Contractor start date plus 141 days
- 7.4 Correlation and adjudication of Flag level review: Contractor start date plus 153 days
 - 7.4.1 Includes a Flag level “decisional” power point update (PWS 5.1.6)
- 7.5 Completed manual: Contractor start date plus 163 days
- 7.6 Completed tracking tool: Contractor start date plus 163 days

8 Deliverables

- 8.1 Periodic reviews will be conducted weekly with N04NW.
- 8.2 Copies of all deliverables, both formal and informal, shall be provided to the following distribution: N04B , N04NW and N04NWA. Other distribution may be mutually agreed. Deliverables are subject to review and, if warranted, may be returned to the contractor for revision due to content inaccuracies and/or errors.
- 8.3 All documentation will provide traceability to enable Government review and verification. At specific milestones, the contractor will provide interim reviews of the work accomplished to permit determination of the quality of the effort or receive government guidance. If deficiencies are found, the contractor shall provide for timely corrective action.
- 8.4 The contractor shall comply with applicable security classification guidance contained in the National Industrial Security Program Operating Manual (DOD 5220.22-M), DOD Information Security Program: Protection of classified information (DODM 5200.01 V1-V4), DON Information Security Program (SECNAV M-5510.36), and local USFF security policies for applicable documents.
- 8.5 Following is a summary listing of deliverables required under this Order. Information on this list has the same force and effect as if it were provided on a formal Contract Data Requirements List (CDRL), DD Form 1423. It is anticipated that delivery of classified and unclassified deliverables will be accomplished electronically. The contractor shall provide deliverables at the level of classification as directed by the USFF N04 leadership when requested.

Item No.	Title	Frequency	First Submission
A001	Final Report	One Time	End of task
A002	Interim Progress Report (Technical)	Weekly	10DARP
A003	Interim Progress Report (Financial)	Monthly	10DARP
A004	Fleet Nuclear Weapons Surety Policy Manual	Per PWS 7.1 - 7.6	35DARP
A005	Compliance tracking	Per PWS 7.1 – 7.6	End of Task

	management tool		
B001	Attend designated meetings	As required	5DARP
B002	Presentation Material	Per PWS 7.1 – 7.6	35DARP

9 Government Furnished Equipment

- 9.1 The Government will furnish equipment or facilities, needed by contractor personnel, to accomplish objectives and tasks identified in this PWS. Equipment: Office Cubicle with storage space, Desktop Computer, printer, facsimile machine, copy machine, telephone, and office supplies, etc. on a temporary and not-to-interfere basis with existing services. All provided databases will remain property of the U.S. Navy. The contractor shall not retain any government furnished equipment or materials.

10 Travel: None

11 Security Requirements:

- 11.1 Contractor shall be able to provide SME support with clearances up to and including GENSER/SECRET level. The contractor shall abide by all USFF, DON, and DOD instructions, rules, procedures, and standards of conduct. The contractors request for visit authorization shall be submitted in accordance with DOD 5220.22M (Industrial Security Manual for Safeguarding Classified Material) no later than one (1) week prior to visit. Active secret clearances are required for all positions. All contractor personnel shall be eligible for secret clearances for all positions as required. It is the contractor's responsibility to obtain the requisite clearance levels for all contractor personnel prior to the start of work. In the event that contractor personnel cannot obtain a secret clearance, prior to the required start date, the contractor shall notify the USFFC Government Representative. The USFFC Government Representative shall decide if the delay in obtaining a clearance while the contractor is charging to the task is acceptable a DD-254 shall be provided for the contractor to complete and utilize for security purposes. A copy of the completed form shall be faxed back to the USFFC Government Representative and USFF Security Officer.
- 11.2 All contractor personnel shall be eligible for a Secret security clearance for NIPRNET and/or SIPRNET information access to perform management of USFF N46 tasks. Any contractor personnel proposed to work on this effort shall be eligible to immediately begin performance at the time of contract award.
- 11.3 The contractor shall comply with applicable security classification guidance contained in the National Industrial Security Program Operating Manual (DOD 5220.22-M), DOD Information Security Program: Protection of classified information (DODM 5200.01 V1-V4), DON Information Security Program (SECNAV M-5510.36) and local USFF security policies. The contractor shall not release any Government information e.g. classified, controlled unclassified/For Official Use Only (FOUO) information without the express permission of the USFFC Government Representative.

12 Period / Place of Performance

- 12.1 30 September 2015 – 29 February 2016.
- 12.2 N04NW office space – NH-2N, Room 239
Commander, U.S. Fleet Forces Command
1562 Mitscher Ave., Ste. 250
Norfolk, VA 23551-2487

13 Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) Reporting

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the U.S. Government via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;

- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address
<https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.